



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-7, IRS Form W-2, Wage and Tax Statement, Available for Use with TurboTax

Date: March 22, 2005

To: Holders of the Payroll/Personnel Manual

The Tax Year 2004 IRS Form W-2, Wage and Tax Statement, is available for use with TurboTax to Employee Personal Page (EPP) users. A new feature this year for EPP/TurboTax users is that they may import the data electronically from the EPP W-2 directly into TurboTax. This feature is available with both the online version of the software and the boxed version of the software provided that the employee elects to get the latest update of the software when beginning to use the software.

Obtaining an EPP User's W-2

For instructions on obtaining an EPP user's W-2, see the Frequently Asked Questions (FAQ) on the National Finance Center's (NFC) Knowledge Base on NFC's Web site at www.nfc.usda.gov under the Quick Starts drop-down. To retrieve the FAQ on TurboTax, just type the word TurboTax in the Search box on the left-hand side of the screen.

Obtaining an EPP Password

Employees who are not current EPP users (or who need a new password) can log onto EPP via the Application Launchpad on NFC's Web site to become an EPP user.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about EPP to Customer Support at **504-255-5230** or via e-mail at customer.support@usda.gov.

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